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GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



Duplication/Loan Agreement Form

() **Duplication**

Subject to condition for Duplication listed on back, GPLS agrees to permit for duplication the material(s) listed below to:

() **Loan**

Subject to Condition for Loan listed on back, GPLS agrees to permit for the loan of the material(s) listed below to:

(Please Print) Last Name First Name MI

of _____
Name of institution / organization / company

Address of institution / organization / company

Telephone number Fax Number E-mail Address

Duplication / Loan Period From: _____ To: _____

Sole purpose of Duplication / Loan (research, copy, exhibition and location, etc.)

Director's Signature / GPLS Library Technician
Supervisor Signature

Patron's Signature

Date

Title

Date

Conditions for Duplication and/or Loan:

- 1) The Guam Public library System permits patrons and others to loan or duplicate materials for exhibits, research, collections, publications, electronic/digital media, video production and other purposes. All duplicating and/or loaning materials is done with the approval of the Director of GPLS only.
- 2) GPLS shall require one of the following two credit lines, or a similar statement of all objects used:

**“From the Collection of the Guam Public Library System”
“Courtesy of the Guam Public Library System”**

- 3) Objects borrowed shall remain in the location specified in the Agreement Form. The director of GPLS shall be notified of any change location prior to the change.
- 4) Materials for duplication or loan shall be returned in the same condition as when removed from GPLS.
- 5) Duplicated or loaned materials are for one-time use only.
- 6) Materials for duplication or loan can only be used for sole purpose specified in Agreement Form.
- 7) GPLS requests at least one copy of the finished work at time of completion.
- 8) The Director of GPLS has the right to recall any materials at anytime.

Liability

The patron/borrower will be responsible for materials not returned or damaged.

The patron/borrower acknowledges that he/she accepts the Conditions for Duplication or Loan. **Attachment A** lists materials received by patron.

Signature of patron/borrower: _____
(signature)

Title of position: _____
(print)

Institution/organization/company: _____

Date: _____

Attachment A

List of Material(s) for Duplication and/or Loan

[illegible]

Received by:

Patron

Director/GPLS Library Technician Supervisor

Date _____

**Approved by the
Guam Public Library System
Board of Trustees
September 21, 1998**

Guam Public Library System

Charges for duplication of photographs

Black and white prints:

<u>Size</u>	<u>From Negatives</u>	<u>From Print</u>
5 x 7	\$ 2.50	\$ 3.50
8 x 10	\$ 5.00	\$ 6.00
11 x 14	\$ 10.00	\$ 11.00

Color Prints:

<u>Size</u>	<u>From Negatives</u>	<u>From Print</u>
5 x 7	\$ 3.00	\$ 4.00
8 x 10	\$ 6.00	\$ 7.00
11 x 14	\$ 12.00	\$ 13.00



Charges for Xeroxing

<u>Black & White</u>		<u>Color</u>	
<u>Size</u>	<u>Price</u>	<u>Size</u>	<u>Price</u>
8 ½ x 11	15¢	8 ½ x 11	\$1.00
8 ½ x 14	15¢	8 ½ x 14	\$1.50
11 x 17 (Tabloid)	30¢	11 x 17 (Tabloid)	\$2.00